

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**May 31, 2007**

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<b>TITLE:</b>	Quality Improvement Specialist
<b>POSITION NO:</b>	00729
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	16
<b>STARTING SALARY:</b>	\$36,693 - \$44,754 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, July 18, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**SPECIAL INFORMATION:** A resume is due at time of application. This position is located in the Family & Community Health Bureau / Children's Special Health Services Section.

**TYPICAL DUTIES:** This position develops, implements, and monitors quality improvement programs for participating health care providers to promote compliance with applicable requirements and clinical standards to promote continuous improvement. Researches and analyzes applicable requirements, standards, provider and health care records; develops, recommends, and monitors quality improvement plans; conducts public health surveillance; provides technical support services; develops reports; and coordinates ongoing communications among program cooperators.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of quality improvement methods and principles; principles and practices of public health education and disease prevention; program planning; data management and information processing system operations; business, technical, and educational communications; federal, state and department regulations and requirements pertaining to public health

programs; and training and program support principles for infants, youth, adult and community education.

Skills: Skill in assessing health care needs; analyzing, interpreting, and applying technical data to unique health care environments; operating standard office technologies and software; developing and delivering public presentations and materials; and written and verbal communication.

Abilities: Ability to provide data and recommendations in conjunction with team members, for the development of improved processes or systems of care; initiate recommendations for development of plans and activities related to the review and presentation of data with team input and action; and address legislative issues.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in health science or related field **AND** one year of related contract or grant document review experience. A nursing degree and experience or coursework in Excel or Word is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume.

**Applications will be rejected for late, incomplete or unsigned application materials.**

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.